



ADDENDUM #7

(Changes to RFP-2021-DBH-11-PSYCH are in **bold, underlined and italicized text** in order to enable vendors to quickly recognize changes in paragraphs and/or wording).

RFP-2021-DBH-11-PSYCH

Psychiatric Residential Treatment Facility for Children's Behavioral Health

On October 23, 2020, the New Hampshire Department of Health and Human Services published a Request for Proposals, soliciting proposals for the provision of Psychiatric Residential Treatment Program (PRTF) that will provide high-quality behavioral health treatment services in a residential setting.

The Department is publishing this addendum to:

1. Modify Section 3.2 Evaluation scoring, Cost Proposal to read:

Cost Proposal

Appendix E - Budgets (Budget for Operational, Staffing, and Startup Costs. 1 electronic Microsoft Excel file with 4 tabs, one tab for general information, and 3 tabs for each budget)

10 Points

Total Cost Proposal Points Available:

10 Points

2. Modify Section 3.4.2 Cost proposal scoring proposal components to read:

3.4.2. Cost proposal scoring proposal components

For one twelve (12) month period, Proposers must complete Appendix E – Budgets (Budgets for Operational, Staffing, and Startup Costs. 1 electronic Microsoft Excel file with 4 tabs, one tab for general information, and 3 tabs for each budget).

Proposers must also provide a Budget Narrative that explains the specific line item costs included in each budget in Appendix E - Budgets. The Budget Narrative must also explain how each position, under staffing, pertains to the proposal and what activities they will perform. The Budget Narrative must also explain the startup costs and why.

The Department reserves the right to consult with Department financial experts to assist the review team to evaluate a Vendors cost proposal.



The Department will use the proposed operational costs to determine a daily per diem rate (See Section 4). In addition to the budgets and narratives, Vendors must provide estimated costs for flexible funding and explain how and why you estimated those costs. This will not be scored. This estimate will inform the Department of an amount, which may be included in the selected Vendors' contract. See RFP Section 4.2 below for more information about Flexible funding.

Please see Section 4, Finance below for more information.

3. Modify Section 4.1.3.3 to read:

4.1.3.3 Contract Dollars (General Fund dollars) will be used to reimburse for services to uninsured youth, and may be used for startup funding and flexible funding.

4. Modify Section 4.2 description of payment structure, 2nd bullet Per Diem Rate to read:

- Per Diem Rate: This portion of the budget establishes a per diem rate for the corresponding scope of work. This amount will be paid on a daily basis per child per day they receive the service, starting on the date of admission, which will be submitted to the Department in a manner specified by the Department. This rate will be initially calculated using your cost proposal for operational costs. Clothing to be built into the per diem at 1.00 per day per child. Flexible funding will be available to Vendors to access when there is a need for clothing that goes beyond normal use. **Additionally, the pharmacy and medical care is relative to the child's treatment at the facility. The parents and PCP and other providers will still be engaged for any physical health care needs that need to be addressed during their admission. Vendors will need the capability to administer all meds to kids but they are not responsible to provide, pay for meds that are not prescribed by them.**

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5. Delete and replace Section 6, Proposal Process, Paragraph 6.2, Procurement Timetable, with the following:

6.2 Procurement Timetable

<u>Procurement Timetable</u>		
(All times are according to Eastern Time. DHHS reserves the right to modify these dates at its sole discretion.)		
Item	Action	Date
1.	Release Date for RFP and Question Submission Period Opens	October 23, 2020
2.	Optional Letter of Intent Submission Deadline	November 2, 2020
3.	RFP Questions Submission Deadline	November 9, 2020
4.	DHHS Response to Questions Published	December 4, 2020
5.	Proposal Submission Deadline	<u>January 19, 2021 11:59 PM</u>

6. Add Section 7.3.1.3 to read:

7.3.1.3 The Proposer may include attachments such as charts, tables, graphs, text, which provide further responses to the RFP questions in Appendix D. Please label the attachments and refer to them in Appendix D. The attachments will be considered part of the technical proposal response.

7. Modify Section 7.4.1.1 to read:

7.4.1.1 Appendix E - Budgets for Operational, Staffing, and Startup costs. Please complete one Appendix E – Budgets for one twelve (12) month period.

8. Modify Section 7.4.1.2 to read:

7.4.1.2 Reserved

9. Modify Section 9.5 Appendix E – Budget Sheet to read:

9.5 Appendix E – **Budgets***

10. Modify Section 9.6 Appendix F- Program Staff List (which is no longer being used for this RFP) to read:

9.6 Appendix F – **Reserved.**



11. Add the following Appendix Items to the Document Library, which is found the web page for this RFP: <https://www.dhhs.nh.gov/business/rfp/rfp-2021-dbh-11-psych.htm>

Appendix B – Contract Monitoring Provisions

Appendix C – CLAS Requirements

12. Delete and replace Appendix D with an updated version dated **1/7/2021**, which does not modify the information request. This version updates the Section called Program Design by adding space after each subsection for Proposers to type in a response. Appendix D dated 1/7/2021 is found in the Document Library, which is found on the webpage for this RFP: <https://www.dhhs.nh.gov/business/rfp/rfp-2021-dbh-11-psych.htm>
13. Delete and replace Appendix E - Budgets with an updated version dated **1/7/2021**, which, is found in the Document Library on the webpage for this RFP: <https://www.dhhs.nh.gov/business/rfp/rfp-2021-dbh-11-psych.htm>
14. Modify Appendix F (which is not being used for this RFP) in the Document Library, which is found on the web page for this RFP: (<https://www.dhhs.nh.gov/business/rfp/rfp-2021-dbh-11-psych.htm>) to read:

Appendix F: Reserved.
15. Delete and replace Appendix H, Budget with an updated version dated **1/7/2021**, which, is found in the Document Library on the webpage for this RFP: <https://www.dhhs.nh.gov/business/rfp/rfp-2021-dbh-11-psych.htm>